



Request for **FSTEP** Course Scheduling

PO Box 944246 * Sacramento CA 94244-2460 * FAX (916) 552-9464

www.fire.ca.gov



By submitting this request, instructors and sponsoring agencies agree to comply with all published State Fire Training procedures of the California State Fire Marshal's Office.

All requests must be received **6 weeks** prior to the class start date.

Today's Date:		Advertise In Class Schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of Course:	
Class Start Date:		Class End Date:			
Class Location (City):		Class Location (County):			
Sponsoring Agency Name:		Training Facility:			
Contact Name:		Contact's Phone Number:		Contact's Email Address:	
Primary Instructor:		Instructor's Phone Number:		Instructor's Email Address:	
Senior Instructor (when required):		Sr. Instructor's Phone Number:		Sr. Instructor's Email Address:	
Assistant Instructor:		Assistant's Phone Number:		Assistant's Email Address:	
Estimated Number of Students:	Delivered on Shift Schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No	# of Shifts:	# of Students per Shift:	# of Student Manuals:	
SHIPPING INFORMATION:		BILLING INFORMATION:			
Ship To:		Bill To:			
Attn:		Attn:			
Street Address: (No Po Box)		Street Address:			
City/State/Zip Code:		City/State/Zip Code:			

✂FOR STATE FIRE TRAINING USE ONLY✂

Date Approved:	Primary Instructor Code:	Class Code:		
Date Shipped:	<input type="checkbox"/> DHL <input type="checkbox"/> Printer <input type="checkbox"/> Pick-Up			
Return Date:	<input type="checkbox"/> MRT #:			
Registration		Unit Price	Students	Total Price
<input type="checkbox"/> Course Registration..... (59210-142500-21)		\$20.00		\$
<input type="checkbox"/> Student Manuals/Supplements (59210-141200-_____)		\$		\$
<input type="checkbox"/> Sales Tax (Manuals/Supplements Only)		Tax Rate:	%	\$
Shipping/Handling Charges:				\$ 8.00
Estimated Total Amount Due:				\$
D O N O T P A Y - T H I S I S N O T A B I L L				

Scheduling Desk (916) 445-8132

Revised 1/08

Scheduling Fax (916) 552-9464

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Return all class materials to SFT Bookstore, 1131 S Street, Sacramento, 95811 within 15 days after the ending date of the class using a carrier that can track your shipment.